

RECORDS ANALYSIS WORK SHEET
Approved For Release 2005/11/21 : CIA-RDP70-00211R000300050046-2

DATE _____

1. Record Series: Office, Div., and Branch _____

Name of file _____

Period from _____ thru _____ Sec. class. _____

Location _____ Custodian _____

Description _____

2. Location of Copies of These Records: _____

3. Use of Records: _____

No. ref. per mo. _____ Years to be retained _____

Open file (additions expected) _____ Closed file (no additions) _____

4. Volume, Space, and Equipment: Describe equipment _____

Amount of equipment _____ Lin. ft. of records _____

Est. no. pieces _____ Est. accretion rate _____

5. Physical Characteristics: Colors _____ Size: max. _____

min. _____ paper stock _____

Printed on one side only _____ % on two sides _____

Kind of copy: original, carbon, ditto, photostat, etc. _____

Fasteners Used: (show frequency and type) _____

6. Present Arrangement of Records: _____

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7. Appraisal: Approved For Release 2005/11/21 : CIA-RDP70-00211R000300050046-2

Remarks: (Action recommended - Disposition, rearrangement, microfilm, etc.
If microfilming is recommended indicate when job should be completed and whether and how often accretions are to be filmed.)

Analyst _____ Area Records Officer _____

Date _____ CIA Records Officer _____

Office _____ Project No. _____

1. File Name: _____

2. Camera Requirements: _____

3. Est. No. Images: _____

4. Scheduled to Start: _____ Complete _____

5. Actual Start: _____ Completed _____

6. No. of Reels: _____ No. of Images _____

7. Remarks: (Problems encountered, schedule for filming of accretions, etc.)